

Position Description -Final

PD #:
Shred:

Replaces PD #:

IT Specialist (PLCYPLN)

GS-2210-12

Installation:

Major Command:
Region:

Citation 1: OPM, JFPCS Administrative Work in the Information Technology Group, GS-2200, dtd. May 2001 (Series Coverage, GS-2210)

Classified By:
Classified Date:

FLSA:
Career Program:
Functional Code:
Competitive Area:
Competitive Level:

Drug Test Required:
Financial Disclosure Required:
Requires Access to Firearms:
Position Sensitivity:
Emergency Essential:

CIPMS PD:
Acquisition Position:
Interdisciplinary:
Target Grade/FPL:
Career Ladder PD:

MAJOR DUTIES

Summary: Serves as an Information Technology (IT) Policy and Planning technical expert within a U.S. Army Corps of Engineers (USACE) District. Serves as the District lead on technical, analytical and advisory functions pertinent to development of local policies, strategic plans, development of short and long range IT planning and associated processes covering the District IT program and ensuring that the District's IT program is in compliance with higher authority policies and guidelines. The incumbent serves as the focal point within the District concerning all IT planning and policy analysis pertinent to all aspects and stages of the automation process. Ensures the rigorous application of information security/information assurance policies, principles, and practices in accomplishing the policy and planning assignments. Performs the following:

1. Serves as technical expert and advisor within the District concerning the development, implementation, modification, and maintenance of long and short range IT planning; and development and recommendation of District-wide IT goals, objectives, policies and priorities. Integrates organizational input and documentation in developing the District's IT Plans and revises and maintains such plans as required including involvement with both long and short range aspects of such plans. Provides advice and guidance to managers in meeting strategic goals. Provides oversight, direction, guidance and advisory services to all District division and separate office managers concerning unplanned and/or non-programmed needs requiring out-of-cycle inclusion in the Strategic Plan. Ensures all District information management initiatives are created and maintained in the IT Investment Portfolio System. Provides comprehensive management advisory services and liaison to all organizational levels within the District pertinent to emerging and future advances in information technology applicable locally. Develops District policies and broad-based plans to protect the integrity and confidentiality of automated systems, networks, data, and automation resources/functions.

2. Serves as the District focal point pertinent to action to expand existing computer infrastructure, evaluate needs, and activate automation improvements and enhancements. Serves as the District expert and leader for information system planning and implementation studies. Leads study team efforts under the matrix management concept on broad planning studies impacting substantial District IT resources. Analyzes program development and conducts studies within the District to evaluate and determine IT requirements. Conducts pre-study briefings of District organizational elements being studied in-house and through contract. Evaluates data and develops study findings, conclusions and recommendations. Conducts post-implementation studies to determine impacts of policies, automation, and utilization and meets with District managers to discuss progress in meeting District strategic goals. Closely coordinates with Division Headquarters and U.S. Army Corps of Engineers (USACE) headquarters (HQ) levels to ensure agency compatibility and to recommend priorities for strategic planning and implementation. Represents the District at Division HQ level policy and planning meetings. Integrates varying policy changes and planning initiatives resulting from studies and develops proposals for consideration.

3. Accomplishes District Information Management (IM) policy development. Develops recommendations, to the IM Chief, concerning District-wide IM goals, objectives, policies and priorities. Reviews drafts of policies and plans assigned to lower grade specialists assigned to assist on broad reviews and studies. Monitors IT activities to measure progress in achieving objectives. Interprets general higher authority policies and guidance pertinent to IT acquisition, management implementation and disposal. Implements District IT prescribed internal controls and supplements them to accommodate unique situations/operations. Provides technical expertise in contracting automated data system design and development. Develops IT plans, workload, workforce and budget requirements. Coordinates with District IT experts in other specialty areas to discuss the impacts of changes in existing policy and planning initiatives. Initiates and conducts briefings, and prepares summaries and correspondence within the District concerning IT budget formulation and execution matters. Develops and maintains the District portion of the Information Technology Investment Portfolio database pertinent to the management, justification and acquisition of IT. Plans, coordinates and conducts District workshops, meetings and seminars to provide advisory services, guidance and training concerning the intent and direction of the District IT program.

Performs Other Duties as Assigned

Factor 1- Knowledge Required by the Position

FL 1-7 1,250 pts.

- Broad knowledge of a wide range of IT standards, system principles, concepts, methods, policies, and associated methods and tools to accomplish policy and planning job requirements; discuss and resolve problem issues with District management and officials Division HQ; and develop, evaluate, coordinate and disseminate local plans and policies and provide expert technical advisory services pertinent to IT policies and short and long range plans. Knowledge of higher authority guides and regulations as well as state-of-the-art automation methods, techniques, equipment and processes to develop local policies, regulations and guidance and provide advice and guidance to all District elements concerning the application, implementation and maintenance of most effective automation program.
- Knowledge and skill in the use of project management methods and techniques to serve as the lead on comprehensive broad studies pertinent to strategic planning, the capital investment knowledge management program plans, capital investment planning, and the District's enterprise IT goals and objectives.
- Knowledge of District IT equipment available and needed implement new or changed

aspects of the District's IT program and meet strategic goals. Knowledge of state-of-the-art information technology, existing District IT requirements, new or changed needs, and sources of IT support/technology to develop evaluate District IT needs, establish goals and objectives, and develop long and short range cost effective and viable plans covering a myriad of interrelated inter-related IT considerations.

- Knowledge of information technology resources and infrastructure including automated systems, equipment and software, and system technology to serve as the focal point and expert within the district concerning District IT planning and policy development. Knowledge of the organizational structures, functions, work processes/programs of District organizations, as well as a high degree of analytical ability to gather, assemble and analyze facts, draw conclusions and devise solutions to problems which will increase the effectiveness of the District IT program. Knowledge of capital investment planning methods, principles and processes to analyze & study current & necessary systems and develop long and short range plans to effectively cover the Districts needs. Knowledge of and experience in the use of oral and written communication methods and techniques to accomplish continuing coordination with District customers and conduct meetings, training sessions and seminars.

Factor 2 – Supervisory Controls

FL 2-4 450 pts.

Supervisor assigns functional responsibilities, outlines of overall objectives to be achieved, and the resources available for use. Assignments may self generated, come directly from the user/customer or from the supervisor. Exercises continuing responsibility for assignments pertaining to the District IT planning & policy matters. Consults with the supervisor on matters pertaining to timeframes, scopes of assignments, stages of the work or application process and possible approaches on controversial or problematic situations. Independently applies and interprets guidelines and regulations and plans, analyses and organizes projects associated with assignments. There is a continuing requirement for coordination (users and other impacted IM Specialists), and the incumbent independently plans and carries out the necessary coordination including that involving lower level IM Specialists and efforts of contract employed persons. Is the highest level of expertise within the District concerning IT policy & planning matters and independently provides advice and guidance within the District and resolves problem matters. Completed work is typically accepted without technical change but is reviewed for effectiveness in meeting user requirements, conformance with policy, accomplishment within acceptable timeframes, and customer satisfaction.

Factor 3 – Guidelines

FL 3-4 450 pts.

Guidelines include agency regulations, manuals and policies which provide overall goals and define limitations and overall objectives; USACE regulations, policies and procedures concerning IT planning and policies; District regulations and guidelines; and a variety of manufacturers' manuals and handbooks pertaining to the wide range of IT equipment and software in use in the District. The policy & planning assignments of this job typically are those of the most complex category and/or have broad impacts and the guides covering this level of work are typically broad and frequently require interpretations and deviation from previously used methods. Regularly, the incumbent must use ingenuity and experienced judgement in adapting existing established planning methodology, extensively interpreting higher authority policies to enable the development of effective and applicable local policies and guidelines. The incumbent develops new methods and approaches to resolve automation planning and policy problems and satisfy District requirements. The incumbent must interpret higher authority guidelines, considering the intricacies and problems encountered in the conduct of District automation processes, and develop local guides, policies, standard operating procedures, bulletins and fact sheets for distribution and use within the District concerning a myriad of the automation functions and processes. The incumbent must

apply judgement to anticipate problems, research trends in state-of-the-art technology, and develop special adaptations to satisfy requirements.

Factor 4 – Complexity

FL 4-5 325 pts.

Assignments involve the planning, coordinating, and accomplishing of overall IT policy and planning processes for the District. Work requires in-depth analysis, study and consideration of a myriad of complex IT management and policy/planning factors and many different unrelated processes and methods. There is a continuous requirement in this job for coordination pertinent to District short and long range planning, strategic planning, capital investment planning, and policy matters. Additionally work includes the responsibility for serving as the District focal point and center of expertise concerning District IT policy and planning needs and problem resolution. Work is made complex by continuing changes in District business requirements and the rapidly changes in the IT environment requiring the evaluation of the impacts of technological changes on District business processes. The incumbent must remain updated on changing the most recent developments in information technology and continuously evaluate changing future organizational data needs. The incumbent must continually evaluate the effectiveness of the existing District policy framework and identify changes and enhancements to improve IT support. The incumbent must develop management strategies, strategic plans, and implementation plans; ensure that District IT program plans are integrated with Division HQ, USACE and higher level goals; continuously evaluate the effectiveness of District managers in meeting planning goals, the effectiveness of current policies and ways of doing business; and develop methods and techniques for accommodation of customer IT system needs and requirements. Projects require the consideration of state of the art technology as well as numerous USACE-wide standard systems and hardware platforms requiring the use of a variety of techniques and methods to design and evaluate alternatives to best fit District requirements.

Factor 5 – Scope and Effect

FL5-4 225 pts.

The work of this position involves the responsibility for all Information technology planning, measures, modification and administration for the District and the full range of IT policy and planning requirements pertinent to District information technology infrastructure. Is focal point and technical expert in the District for the above-identified functions. Work covers IT equipment, software, a myriad of system interfaces, data management, system analysis, and system administration. Policy and planning functions include reviewing or modifying IT program plans and policies to ensure the application, modification and acquisition of the most cost effective automation hardware, software and systems to facilitate and respond to District business processes. The work of this position impacts the District's ability to effectively incorporate information technology in meeting its core business requirements and the effectiveness of plans and policies that are guides for the successful and effective application of information technology to the District's mission.

Factor 6 - Personal Contacts

FL 6-3 & 7-c 180 pts.

Factor 7 – Purpose of Contacts

Contacts are with IM Managers and Specialists at all levels within the employing District organizations; technical specialists and experts in similar specialties in other Districts; managers and technical experts/specialists in the Division HQ offices; with HQ USACE specialists and functional proponents of major Corps corporate systems, and IT experts; and occasional contacts with IT experts at the DA level and other federal agencies. Contacts regularly include meetings with contractors, equipment manufacturer's representatives, providers of services (e.g., software) related to technological

developments applicable to the project, and members of USACE technical committees. Contacts typically take place in moderately unstructured settings.

Contacts are to exchange information, determine IT system requirements, coordinate study work processes and problem resolution matters, plan study processes, and provide progress reports. Additionally, contacts are frequently to influence others to utilize methods and procedures developed or sell them on the use of changed strategic planning features, short and long range action plans, changed policies or provisions of guides or to resolve inequities and incompatible situations involved with the system(s). Contacts with HQ USACE are to coordinate the use of standard USACE-wide systems, coordinate IT plans, coordinate problematic matters and issues, persuade them to adopt modified planning initiatives or policy changes and obtain and provide information concerning the broad-based IT situations that arise.

Factor 8 – Physical Demands

FL 8-1 5 pts.

Work is sedentary in nature

Factor 9 – Work Environment

FL 9-1 5 pts.

Work is performed in a typical office setting.

Total Points – 2,890 pts. (2755 – 3150, GS-12 point range)